Entering Data for a New Facility

1. Go to: https://apps.dnrec/state.de.us/tier2/submit/
2. Click "Sign In."
3. Type in User Name and Password.
4. Click "Add New Facility." This will send you to "Step1: Enter Facility Details."
5. Enter data for all items in red. This is information required under Delaware law.
6. Click "Save Changes" when complete. If a field has been left blank or is input not consistent with the program, an error box will appear. If that happens, click "OK" and the curser will appear in the box at issue.
7. Facility Data Saved box will appear; click "OK" to save facility data.
8. This will send you to "Step 1 Options." Click "Continue 312 Report (Tier II Report)." The Facility Home Page will appear.
9. Under the "Annual Submission" heading, click "Click Here" to continue.
10. Click "Complete the Fee Exemption Questionnaire," answer both questions as they apply to the facility and click "Submit."
11. Click "Upload a site plan." By clicking this, you will return to the Facility Home Page.
12. Scroll down to attachments, click browse to select the site plan for this facility.
13. Double click on the site plan you wish to upload and then click "Attach." A pop up box will appear indicating the number of files uploaded. Click "OK" which will return you to the Facility Home Page.
14. Go to the "Annual Submission" heading and click "Click Here" to continue.
15. Click: "Add a Chemical to Start Annual Submission." This will send you to "Step 2: Chemical Description & Storage Location."
16. Enter data for all items in red. This is information required under Delaware law.
17. Click "Save and Continue" when complete. If a field has been left blank or is input not consistent with the program, an error box will appear. If that happens, click "OK" and the curse will appear in the box at issue.
18. To add another chemical, click "Return to Facility Home Page" and click "Add Chemical."
19. Once all chemical data has been entered and you have clicked "Save and Continue" for the final chemical, you will return to the Facility Home Page.
20. Scroll down to "Requirements for Annual Submission" and click "Click Here."
21. A pop up box will appear "Annual Submission started successfully;" click "OK."
22. You will be redirected to the Fees section. Indicate how you wish to pay the fees for this facility and click "   "
23. This will send you to "Tier II Annual Submission." Click the box accepting the agreement and click "Submit." Then Click "OK."
24. Click on "Preview/Print the Annual Certification Letter." Print this document. Sign the Annual Certification Letter and submit it along with any additional information necessary to complete the annual submission, such as the check if paying by check and a hard copy of the site plot plan if you don't upload it into the program.
25. Mail this packet to the address listed on the Annual Certification Letter.